REQUEST FOR OFFICIAL RECORDS UNDER THE VIRIGNIA FREEDOM OF INFORMATION ACT (FOIA)

| I, th | ne undersigned do hereby certify |
|--|-----------------------------------|
| that I am a citizen of the Commonwealth | |
| one of the public media having a portion | on of its circulation in Culpeper |
| County, do hereby request to inspect or co | py the following records pursuant |
| to the Virginia Freedom of Information Ac | t. |
| Requests should be made with reasonable | specificity: |
| 1 | |
| 2 | |
| 3 | |
| Please provide Name, address and Telepho | |
| Name: | |
| Address: | |
| Telephone: () | |
| Date: Signature: | |
| | |

Section § 2.2-3704 requires that the official records of public bodies be "...open to inspection and/or copying..." during regular business hours, by citizens of the Commonwealth and representatives of public media.

Please note that there are numerous exceptions to the requirement that the records be made public. In addition, the public body may charge a reasonable amount to cover the cost associated with copying and other costs involved in the search for records. The public body has a minimum of five (5) working days to produce those records requested, although very simple requests can be processed sooner and some requests may require additional time. If there are any questions, a copy of § 2.2-3704 is available for your inspection.